Mission Statement

Suncoast Christian College exists to provide Christ-centred education that promotes life-long learning, develops excellence and Christian character, and fosters social responsibility.
Primary School

The Primary School is part of the Prep – Year 12 College and is located on the west side of the Library. Prep is located in M-Block, Year 1 to Year 3 (Junior Primary) in H-Block and Year 4 to Year 6 (Upper Primary), is located in G-Block.

Primary School builds on the foundation of learning developed in our Kindergarten program prior to students commencing school. Suncoast provides learning that is real, relevant, rousing, rigorous and relational that will inspire and engage students in the journey of learning. It is important that students have solid foundations in literacy and numeracy as well as a broad knowledge in place before they head into Secondary School.

Each year level from Prep – Year 6 has a teaching team who plan and construct units of work together that are built on a Christian world view and based on the latest Australian Curriculum and other key learning areas available from the Queensland Studies Authority. These units of work are developed to meet student needs, develop knowledge, values, attitudes, skills and understanding about the world around us and also explore our role in this world and God’s plan for it.

The Primary School is overseen by Ms Melanie Mitchell, Head of Primary and supported by Mrs Marion Trotter, Acting Director of Early Years. Communication is very important to us, so if you have any questions or concerns in regard to Primary School please contact us via Primary Reception on 5451 3652.

Early Years

At Suncoast Little Learners, children in the Pre-Kindergarten and Kindergarten years enjoy a play-based educational program which is based on the national approved learning framework: Belonging, Being and Becoming – The Early Years Learning Framework for Australia (EYLF) – set within a Christian context. Children from 2.5 to 4.5 years of age are offered programs of one to five days a week in class groups. Little Learners is open between the hours of 7:30am and 5:30pm.

Preparatory

Suncoast Christian College actively promotes an eagerly anticipated introduction to school life where children are enthusiastic about coming to school, where their natural curiosity is stimulated and eagerness to learn, encouraged.

The Prep program encompasses active learning, which includes inquiry, investigation and purposeful play. Children are involved in real life situations, investigations and focused learning and teaching through a stimulating, child-centred approach. Learning also occurs during routines and transitions from one activity to the next.

Students and their parents/guardians will attend one of two orientation sessions on Orientation Day: 9:00am to 11:00am or 12:30pm to 2:30pm on the first day of Term 1 with times confirmed by personal letter. Orientation Day has been set aside for parents/guardians and children to meet the teacher and to have a question and answer session to establish familiarity with their new environment and Prep routines.

The first official full day of Prep will be the second day of Term 1 between the normal College hours of 8:30am to 3:00pm.

Prep students will require:

- Prep uniform consisting of the College sport shorts/skirt to be worn with the College sport polo shirt and the College sport socks. (No tights or leggings).
- The College tracksuit is recommended for cold days (optional).
- The College hat is to be worn to and from school and during all breaks.
- Non-marking rubber soled sport shoes, which provide ankle and arch support are to be worn
- A College bag available at the Uniform Shop is compulsory.
- College Homework Bag available for purchase at the Uniform Shop, a range of sizes are available.
- Morning tea and lunch.
- Raincoat (to be kept in child’s school bag at all times).
- Spare uniform or casual clothes (to be kept in a plastic bag in the Prep room).
Junior Primary (Prep to Year 3)

Our students are nurtured within their own precinct and provided with a safe, supportive learning environment in which to grow and flourish. In these critical foundation years our focus is on the establishment of strong literacy and numeracy skills, development of effective social skills and a love for learning. Our generous adult/child ratios foster quality learning relationships and effective learning outcomes.

Upper Primary (Years 4 to 6)

Upper Primary has a strong emphasis on developing the individual in academic, physical, creative, social, emotional and spiritual areas with special attention given to values, attitudes and the whole child. Students consolidate and extend the foundations laid in Junior Primary through specific teaching of skills and learning units taught from a Christian world view. Preparation and development of skills are taught to provide students with greater independence as responsible learners.
Outside School Hours Care at Suncoast Christian College

The Helping Hands Network is partnering with us to deliver after school care and vacation care services from the Suncoast Auditorium Annex in 2015.

Helping Hands is a local Sunshine Coast provider operating in many schools on the coast. Helping Hands will directly communicate with the families who completed the survey providing information on the enrolment process.

If you would like to know more about Helping Hands, please go to their website at www.helpinghandsnetwork.com.au or call their Help Desk on (07) 5438 9549.

Allergies

We have children in Primary, who have a severe allergic reaction to peanuts. This life threatening condition is becoming more prevalent, and as we regularly have children in Junior Primary sit in a common eating area, your assistance would be greatly appreciated.

We request that no peanut products be brought to school in Junior Primary. This includes: peanuts, peanut butter and other products containing peanuts.

It does not include: other nuts (almonds, cashews, etc), other nut products (e.g. Nutella) or products marked ‘may contain traces of nuts’. These latter products do not have nuts as an ingredient; food companies use this warning as blanket protection against litigation cases where nut particles are accidentally included in products as a consequence of using the same machinery for processing nuts.

Please remind your child of the importance of not sharing their food with others and washing their hands after eating.

Behaviour Management

A full copy of the College Behaviour Management Policy is available on the College website under Enrolments and on the College intranet: http://m.suncoastcc.qld.edu.au/ Username: parent Password: Suncoast

There is an expectation for a high standard of self-discipline from Suncoast students. The behaviour management program is based on the Suncoast School Life Code. This aims to encourage and reinforce good choices and includes consequences for decisions to not follow established rules. Each teacher will develop a plan that consists of rules, rewards and consequences. These will be sent home during the first week of school, so parents/guardians will also know what each teacher expects. Parent/Guardian contact will be made early if choices need some additional guidance and support from home. If behaviour continues that is not acceptable the student will visit the Head of Primary for guidance and correction in this area. A Behaviour Report will be sent home for parents/guardians to sign and return to school.

In the playground there is a scheme called ‘Gotcha Awards’. This takes assertive discipline into the playground and gives students a consistent approach to discipline throughout the day. Students who are noticed making good choices may be rewarded in a number of ways. Gotcha Awards are given out on a weekly basis with one student being drawn at both Junior and Upper Primary Chapels. Students choosing to not follow rules will also have consequences such as missed play time.

Bullying in any form is not tolerated at the College. A proactive approach is taken in dealing with this issue and a multifaceted approach is in place for empowering students to stop being a bully or a victim of a bully. One strategy is the regular sharing with students about God’s way to live life, particularly the Golden Rule: “Do to others, as you would like others to do to you”. Bully surveys are conducted each semester and students may report incidents via the Bully Log kept in Primary Reception.

We also undertake the ‘You Can Do It’ program throughout Primary which equips students with useful strategies to empower them. By making this a topic that is talked about and dealt with the students soon realise that bullying is not tolerated at this College. In partnership with the strategies that we adopt to assist students to stay safe, we also rely on parents to report any incidences that they become aware of so they can be appropriately dealt with.
Bus Safety for Junior Primary Students

Your child’s safety is of paramount importance to us and we regularly evaluate our policies and procedures to ensure that our systems are operating most effectively.

If your child catches a College bus in the afternoon, please keep in mind the following things to assist us:

- Let your child’s teacher know, with a note in the Student Diary, when their bus catching commences, the days of travel and of any changes to the usual routine (e.g. child going on a different bus or not travelling on the bus on a particular day). Some parents write a short reminder each day for a week at a time (e.g. bus 15 today) which is very helpful.
- Please meet your child at the bus door each afternoon. This allows the bus driver to become familiar with you and ensures that your child is handed over into your direct care.
- Phone Brian Cook from the Transport Department on 5451 3618 or 0412 037 915 or email bus@suncoastcc.qld.edu.au for any changes to your child’s bus schedule. This allows the driver’s roll to be appropriately updated and the driver is not kept waiting unnecessarily for the arrival of children.
- Please advise the Transport Department if the day’s circumstances change and your child is not travelling on the bus as early as possible so we have adequate time to inform the teacher and your child.
- Please also contact Brian if you are prevented from meeting your child at the allocated time due to an emergency. You can then arrange for your child to be met by yourself at an alternative stop or, failing this, the driver will bring your child back to the College at the end of the bus run.
- Primary Reception is open until 3:30pm each day for any further queries. Please telephone 5451 3652. After this time, please telephone Main Administration on 5451 3600.
- All Prep students are accompanied to the bus in the afternoon by a Teacher’s Assistant. Year 1 students are accompanied in Semester 1 (and Semester 2 if required). If your child is in Year 2 or 3 and you would also like them accompanied, this can be arranged.
- If your child requires a bus buddy, please phone Mrs Marion Trotter on 5451 3601 who will organise an Upper Primary or Secondary student to accompany them to class in the morning.
Chapel

Chapels are held once a week for Primary and are a highlight of the school week. Students come together to praise and worship God and to learn more about living a Christian life. Junior Primary (Prep – Year 3) and Upper Primary (Year 4 to Year 6) meet separately for Chapel in the Suncoast Auditorium.

Junior and Upper Primary students have the opportunity to present Chapel during the course of the year. We welcome parents/guardians and guests to come and support their children. A letter, sent early in first term, will advise you of the relevant dates and times for each class.

College Café
The College Café is a service to the students, parents/guardians and staff. It is open five days a week 8:00am to 3:30pm.

Purchasing for Junior Primary is via an ordering system only so that parents/guardians can monitor their student’s choices and promote healthy eating. Upper Primary purchasing via this system is strongly encouraged but not essential. The Café aims to provide a wide range of choices and actively promotes healthy eating. A current College Menu will be provided to every family on Launch Day when they register in J-Block and is available on the website or throughout the year from the Café.

How to order:
• Use a paper bag.
• Write name of student.
• Write name of teacher and class.
• Write lunch order including prices and total.
• Place money into the bag.
• Students place the bag in the Café box in their classroom and this box is taken to the Café by nominated students from each class by 9:00am each day. At lunch time the class box is collected by nominated students and orders handed out by the classroom teacher.

The need for Valued Volunteers to help in the Café is very real as we aim to provide a high level of service to College families. Children love to see their parents/guardians helping around the College.

Order Online - Flexischools
For your convenience, you can order tuckshop from your home or office computer. The order will be sent to the Primary classroom in the Café box. You can order up to a week ahead and there is a 9:30am deadline to place your order on the day for morning tea, and an 11:30am deadline to place your order on the day for Lunch.

Parents simply register themselves on the Flexischools website and enter their children’s names and classes. www.flexischools.com.au. The registration process only takes a few minutes and parents can begin placing orders immediately.

The Flexischools customer service centre operates from 7am to 6pm, Monday to Friday, and provides award-winning support to parents. Contact Flexischools on 1300 361 769.
Diary
All students will be provided with a Student Diary. This diary is not to be defaced in any way during the year. Replacement diaries can be purchased from Primary Reception for $15. A student diary is used by every student in the College. It is a major source of communication between home and school. In Primary, parents/guardians are asked to check the diary daily for any information being sent home and to sign the diary every day. Teachers or Teacher Assistants will check diaries each day for any communication from home.

The information in the front of the diary is very important for parents/guardians to read and discuss with their child. The information covers a range of topics that will help parents/guardians gain an understanding of what is expected of each student in the College. The monthly Scriptures are also located in the back of the diary.

Homework and Homework Bags
Homework helps to develop disciplined study habits and reinforces skills the students have been learning about. Over a period of years and as a result of parent/guardian and staff feedback we have established some guidelines for maximum times a child should be completing homework. These times apply from Monday to Thursday; no homework is set for Friday, Saturday or Sunday.

Suggested maximum times for each year level:

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>10</td>
</tr>
<tr>
<td>Junior Primary</td>
<td>30</td>
</tr>
<tr>
<td>Upper Primary</td>
<td>45</td>
</tr>
</tbody>
</table>

Parents/Guardians are to advise the teacher if their child is not coping with the level of homework or needs more time than recommended above, to complete tasks. This can occur via email or Student Diary.

The College has navy blue homework bags which are compulsory for Primary students and can be purchased from the Uniform Shop. This is to contain their Student Diary, homework books, any communication/letters to come home and can be used as their library bag.

The College school bag is compulsory for all students. School bags must not be defaced, and logos must be consistent with the College ethos.

Library
The Library is available for all students from Year 1 to 6, to make use of at morning tea and during lunch time. The Primary Teacher Librarian provides lessons to help students in their learning in relation to many aspects of literacy and research. Your child’s class teacher will advise the day on which the weekly lesson will be scheduled.

Borrowing from the Library is part of weekly class activities. All students from Prep to Year 2 need a library bag to borrow from the Library or alternatively they can use the College homework bag. Homework bags can be purchased from the Uniform Shop. Classes can also book into the Library for research and other activities.
First Aid

First aid boxes are kept in each Primary classroom for general use. First aid bags are used by all staff when they are on playground duty. For more serious needs students go to Primary Reception located in G-Block. Please note, most College staff are first aid trained and are regularly updated.

Lunch Areas and Activities

Each class/year level has a designated eating area. The designated eating areas (see below) are for use at morning tea and lunch times. All students need to be seated for 15 minutes eating time from 1:15 – 1:30pm daily.

- Prep children eat on the M-Block verandah.
- Junior Primary eat on the H Upper verandah.
- Upper Primary eat under G block covered area and verandahs.

Playgrounds are located close by the classrooms. Students in Years 2 to 6 can use the oval at morning tea and lunch time and supervision is provided by teachers and teacher assistants during these times. Students from Year 1 upwards can also use the Library at morning tea and lunch time for board games, school work or for reading.

A variety of activities happen at lunch time for students. Information will be available to students at the start of each term. Activities as diverse as Junior and Upper Primary choirs, dance, tennis and chess happen on a weekly basis.

Mobile Phones

Mobile phones can be handed into Primary Reception for safe keeping at the beginning of the day and collected again after school. If they remain with the student, they MUST be TURNED OFF for the duration of the school day.

The College is not responsible for missing phones/items not lodged with Primary Reception.

Performing Arts

Performing Arts will commence in Week 1. All classes from Prep to Year 6 will have a specialist Performing Arts Lesson. A class timetable will be sent home early in Term 1.

Students will experience Performing Arts at other times also as the College promotes the use of an integrated curriculum that acknowledges the variety of learning styles possible within any group of children or adults.

In addition to this, students can participate in the Voice and Instrumental Program (VIP), please refer to page 49. This program has been established to allow students to learn an instrument within school hours. There is an additional charge for instrumental hire and lessons and the expectation that some students will participate in the College Ensemble and related events.

Nursing Home and Hostel Visits

Each class adopts a nursing home or hostel where students are encouraged to develop a relationship with the residents by writing, emailing etc. and visiting them once a year. The residents come and visit the College for a special Senior Citizens Appreciation Concert. Parents/Guardians are most welcome to participate in any of these events and additional help is needed when classes go to the nursing homes.

Parent and Teacher Meetings (Interviews)

Parent and Teacher interviews will be held in Term 1 in conjunction with the Primary Information Night and again in Term 2 after the issuing of semester reports. To meet the needs of seeing every family, the Term 2 interviews are held at the Suncoast Main Auditorium. Interviews are also available during the term upon request via your child’s diary.
Parent Communication

Teachers will endeavour to make contact with each family at least once a month. This may take the form of a note, a phone call or informal face-to-face contact. Diaries are a useful means of communication for teachers, parents/guardians and students. Teachers are also able to be contacted via email. The College staff email addresses are their first name initial followed by their surname followed by @suncoastcc.qld.edu.au (eg. mmitchell@suncoastcc.qld.edu.au).

Open and regular communication is vital between teachers and parents/guardians. If you would like to talk to a teacher please make a time for this via the diary or a phone call to Primary Reception on 5451 3652. Teachers are required to be teaching during class time and are not able to have interviews before class unless this has been prearranged.

Tuesdays are staff meeting afternoons so teachers are not able to have meetings after school on this day.

Parent Seminars

Parent Seminars are held throughout the year and cover a wide range of topics. The dates will be on the College website calendar and in the eNews.

- Support-a-Reader seminar is a must for new parents/guardians and those who have not already attended and would like to help with reading both in class and at home.
- ‘Welcome to Prep’ seminar is for all parents/guardians enrolling children in Prep for the coming year.

Other seminars may also be held so keep a look out in the ‘eNews’ or on the College website for sessions that interest you.

Placement of Students in Classes

The philosophy and procedure of the College for the placement of students in classes is as follows:

Year level classes are not streamed (i.e. they are not formed on academic ability); therefore 6A is not made up of the thirty most academically capable students. Special consideration is however given to the composition of multi-age classes to ensure successful outcomes for all students.

In an attempt to balance classes, a number of factors are considered: gender balance; friendship groupings; social; emotional; academic; behavioural and learning needs; gifted and special talents within a group. Consideration also has to go to particular skills and abilities the staff have and their teaching styles. An additional factor such as how the class and individuals worked together in the previous year is also taken into consideration.

Various methods are used to collect and collate this data. Student summary records, student input, teacher notes and information from the database are all used. Support staff are also involved in discussions during this process.

This system is comprehensive and achieves a fair outcome for most of the students. It is therefore not possible to accommodate requests for a particular teacher.

Due to fluctuating enrolment numbers over the Christmas holidays, and necessary amendments to classes we do not announce class lists prior to Launch Day. On Launch Day families will be able to start the school year by updating information and viewing preliminary class lists for the subsequent year.
Preparatory Year

New School Starting Age

From 1 January 2008, the compulsory school starting age increased by six months. All children must be six by the 30 June in the year they commence Year 1.

Enrolling in the Preparatory Year

Children need to be five by 30 June in the year they start in the preparatory class.

<table>
<thead>
<tr>
<th>Birth Date</th>
<th>Eligible for Prep in:</th>
<th>Eligible for Year 1 in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child born 1 July 2010 – 30 June 2011</td>
<td>2016</td>
<td>2017</td>
</tr>
</tbody>
</table>

Prohibited Items

There are certain items that are not permitted at school. These items include:

- Sharp or dangerous objects of any kind.
- Cap/toy guns, sling shots, matches, lighters, fireworks, etc.
- Baseball bats.
- Hard case cricket balls.
- Knives of any kind.
- Personal iPads.
- MP3 players/iPods.
- Gameboys/Nintendo DS.
- Expensive toys.
- Aerosol cans e.g. deodorant, glitter hair spray.
- Swappable cards.
- Large amounts of money, no more than $10.
- All offensive or inappropriate material.
- Medication and prescription drugs (unless handed into Primary Reception with parent/guardian permission/instruction letter) including paracetamol.

Mobile phones must be handed into Primary Reception.

All other personal items need to be clearly marked with name and class.
Reports

Assessment and reporting are vital elements in the learning process. Assessment involves the purposeful, systematic and ongoing collection of evidence for use in making judgments about students’ demonstrations of learning outcomes. In each year level, units taught are assessed based on common elements and a process of moderation to ensure consistency of teacher judgements.

Quick chats, arranged interviews, phone calls, return of test and assessment task results and formal semester reports are all forms of reporting. Each is very valuable on its own and together they all help inform parents/guardians of their child’s learning in a more complete manner than any one report form could ever do.

Formal reports are issued at mid-year and at the end of the year. Follow-up interviews are held with the class teacher as requested by either the teacher or the parent/guardian. Parent-teacher interviews are held in Term 3.

Scripture Memory

All children from Prep to Year 6 are encouraged to study and learn God’s word. Suncoast’s aim is for students to develop a love for the Word and to see how it applies to their life and live out what they have learnt. To facilitate this, there are different expectations for different year levels.

Prep – Year 3 children may sing or recite their Scripture to a parent/guardian or other adult.
Years 4 - 6:

- Recite or write scripture in one go to their teacher within ten days of receiving it = Gold Star.
- Recite or write it in one go in the month but after ten days = Silver Star.
- Recite it bit by bit during the month = Coloured Star.

Upper Primary students who achieve a Gold star each month receive a Certificate of Merit at the end of year. In November they can then go on to another level and recite all scriptures again over a two day period and then sit a written test to check recall and understanding of scripture. Awards are given based on the outcomes of this test. The monthly scripture has been set aside on special pages in the back of the student diary.

Sponsor Children

There are two sponsor children in Primary School:

- Junior Primary sponsor - John Kenneth Geroza from the Philippines
- Upper Primary sponsor - Nitesh Gupta from India

Each year approximately $530 is needed per sponsor child. Each class has a Compassion tin which children are encouraged to place money in any day of the week. Other ways your child can be involved is by praying for them and writing them letters. Learning about others and actively caring are important lessons for everyone.

Staff Meetings

Staff meetings are held every Tuesday afternoon and teachers will be unavailable for interviews on this afternoon. These meetings are very important for the teaching team and for the development of best practice in teaching for the students; therefore it is essential that all teachers attend the whole meeting each week.
Sport Program

Health and Physical Education

Students from Prep to Year 6 participate in one 45 minute specialist lesson a week with a specialist teacher.

Single gender classes for students in Year 4 to Year 6 allow development of gender specific sports and associated skills.

Students must wear the complete sport uniform including non-marking rubber soled sport shoes and have their College hat to participate in physical education.

In addition to the normal Health and Physical Education lesson, students in Prep also participate in a Perceptual Motor Program (PMP) three times per week.

All students from Prep to Year 6 participate in swimming lessons in Term 1 and Term 4.

All students are divided into houses for sport carnivals held throughout the year.

College Houses are:

<table>
<thead>
<tr>
<th>House</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shadrach</td>
<td>Yellow</td>
</tr>
<tr>
<td>Meshach</td>
<td>Blue</td>
</tr>
<tr>
<td>Abednego</td>
<td>Red</td>
</tr>
<tr>
<td>Daniel</td>
<td>Green</td>
</tr>
</tbody>
</table>

House coloured sports shirts are to be purchased from the Uniform Shop.

There is a space on the Personal Details sheet on the inside cover of the student diary to record their sports house.

Each year we have an Upper Primary Swimming Carnival for Year 4 to Year 6 students, a Junior Primary (Prep to Year 2) Sports Day, a Cross Country Carnival for Prep to Year 6 students and an Athletics Carnival for Year 3 to Year 6 students.
SCISSA

The Sunshine Coast Independent Schools Sports Association (SCISSA) is the premier inter-school sport competition on the Sunshine Coast. Upper Primary students participate in SCISSA sport on a Thursday afternoon. The activities vary from term to term and it is important to keep alert for any notes that may need a response. Students in Years 4 to Year 6 must wear full sport uniform including non-marking rubber soled sport shoes and the College hat each Thursday. Training sessions for sport will be held each Tuesday during school hours. Students will therefore need to wear their sport uniform on Tuesdays and Thursdays.

**Semester 1 SCISSA (March to June)**

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rugby Union</td>
<td>Netball</td>
</tr>
<tr>
<td>Basketball</td>
<td>Softball / T-ball</td>
</tr>
<tr>
<td>Football (Soccer)</td>
<td>Touch Football</td>
</tr>
</tbody>
</table>

**Semester 2 SCISSA (July to November)**

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
<th>Mixed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volleyball</td>
<td>Football (Soccer)</td>
<td>Water Polo/Flippaball</td>
</tr>
<tr>
<td>Touch Football</td>
<td>Basketball</td>
<td>AFL</td>
</tr>
<tr>
<td></td>
<td>Volleyball</td>
<td></td>
</tr>
</tbody>
</table>

*Sports are subject to change*

Students also have the opportunity to be selected for SCISSA representative teams to take part in Sunshine Coast School Regional Trials. This means students can proceed from school representative through to SCISSA schools, regional schools and finally State representatives.

**Spotlight/Primary Production**

Spotlight is an annual performance night that gives Primary students the opportunity to express their talents in a variety concert format including song, dance, instrumental item, poetry reading and drama. Students from all year levels are encouraged to participate by developing an item, rehearsing and auditioning for a place in Spotlight. Spotlight involves all of the Upper Primary class performing as a class and coming together for a finale.
Stationery Requirements

Stationery requirements for each Year level and subject are published in Term 4 of the previous year.

The College engages the services of a specialist stationery supplier to provide a one-stop online service supplying all students’ books and stationery directly to parents/guardians.

The online service is easy to use and time efficient. Stationery packs are delivered to homes in mid-January. This helps busy families avoid any last minute rush before the start of the new school year.

There is no obligation for you to use this service and families are welcome to purchase their child’s stationery elsewhere in time for the commencement of the school year. If you choose to source stationery elsewhere, please ensure that purchases of all books are identical to the provided stationery lists.

All items should be clearly marked with the student’s name and class.

- All students are provided with a Student Diary.
- All students are to provide a pencil case for personal use.
- All students from Prep to Year 6 are required to have the College homework bag. This will last for the duration of Primary school and can be purchased at the Uniform Shop.

All students (Prep – Year 6) are provided with all art and craft supplies and Prep – Year 3 students with a generous number of lead and coloured pencils, glue, rulers, erasers, sharpeners and scissors.

Junior and Upper Primary students need to replace lost or used up items as the need arises, particularly at the end of each term. Prompt attention to this will mean students can participate fully in all the classroom activities. Please also ensure all the above items are at school daily.

All books are to be covered with non-clear contact or a suitable substitute. Name and subject to be in the top right corner. No graffiti, doodles, stickers, scribbling, etc. on or inside workbooks is allowed. Only appropriate name tag stickers can be placed on books. Students are encouraged in the pursuit of excellence in all aspects of the work required in their books.

Bookwork and Covering Policy

Students are encouraged to aim for consistency and neatness as well as maintaining a standard of quality with their learning tools. Students will work towards the habit of clean hands, ruling lines, appropriate setting out, looking after books, neat writing and drawing. Self, class and school tone should be reflected in the care taken with books. All books are to be covered with non-clear contact or a suitable substitute. The covering of books improves their durability and keeps them in presentable condition. Names and subject are to be in the top right corner. No graffiti, doodles, scribbling, etc. on or inside workbooks is allowed. Only appropriate nametag stickers can be placed on books. Students are encouraged in the pursuit of excellence in all aspects of the work required in their books.
Student Leadership Program

Students throughout the Primary School are encouraged to develop as leaders. In Upper Primary, students are provided with specific leadership opportunities. Year 6 is considered the special year for leadership development, when each student is seen as a leader and an example to the younger year levels. In particular, 12 Year 6 Leaders are elected including a Primary Girl and Boy Captain. Leaders are trained to help and support students throughout the Primary School. In addition eight leaders are elected as Sports House Captains to give leadership to sporting activities.

SunSmart Policy

Suncoast Christian College is passionate about being SunSmart. We teach guidelines and practices for protecting skin from the dangers of exposure to ultraviolet radiation from the sun whilst students are attending the College. This is affiliated with the Cancer Council initiative. Please refer to the SunSmart Policy which is available on the College website and the College intranet: http://m.suncoastcc.qld.edu.au/. Please use the username: parent and the password: Suncoast.
Supervision

The safety of our children is a major priority at Suncoast. We thank our parents/guardians for partnering with us in ensuring we maintain a safe and secure environment for our Primary students.

Prior to school

Students in Prep to Year 3 are supervised from 8:00am in the H Upper (Junior Primary building) playground. The supervising teacher remains on duty until children have proceeded to class. Prep teachers collect children on their return from morning devotion (usually between 8:20am and 8:25am) and take them to class.

Students in Upper Primary (Years 4 to 6) are supervised from 8:00am in the G block area only. The supervising teacher remains on duty until children have proceeded to class.

On arrival at school (if prior to 8:25am) parents/guardians are free to accompany their children into the Prep area or down to H Lower for the purpose of putting their bags away. Thereafter, parents/guardians should bring their children to the supervised area.

Prep children who come to school on the bus should be delivered by their buddy, straight to H Upper with their bags. For safety, we have a high fence and gate containing the Prep area. At no time should this be propped open.

After school

All Junior Primary students must be collected by an adult or older sibling from the H Upper playground OR direct from the classroom, with the exception of those travelling on a bus. Bus children in Prep and Year 1 are escorted by a Teacher Assistant. Upper Primary students should wait in the covered area between Prep and Junior Primary or the bus shelter if they are collected by an older sibling. The area in front of the church is NOT a waiting area for Primary students.
Timetable

8:30am   Start class
9:00am   Morning Session
10:30am  Morning Tea – Junior Primary 10 minutes eating time at the start, followed by play
11:00am  Middle Session
1:15pm   Lunch - all classes 15 minutes eating time at the start, followed by play
2:00pm   Afternoon Session
3:00pm   Finish class

*Please note Middle Session for Upper Primary finishes at 12:30pm on SCISSA sport Thursdays.*

Uniform Expectations

Uniform guidelines can be found in the Behaviour Management Policy on the College website under Publications and College intranet, [http://m.suncoastcc.qld.edu.au/](http://m.suncoastcc.qld.edu.au/) Username: parent  Password: Suncoast

This includes uniform requirements, sport uniforms, hair and jewellery expectations, student bags and general appearance requirements.

**Primary students are required to wear full day uniform three days per week and the sports uniform two days as follows:**

**Upper Primary**

**Years 4-6:**
Day uniform – Monday, Wednesday, Friday
Sports uniform – Tuesday, Thursday.

All Junior Primary students should wear their sports uniform on Monday and Wednesday. Thursday (even during the swimming periods) will be day uniform.

**Junior Primary**

**Years 1 & 2:**
Day uniform – Tuesday, Thursday, Friday
Sports uniform – Monday, Wednesday

**Year 3:**
Day uniform – Tuesday, Wednesday, Friday
Sports uniform – Monday, Thursday